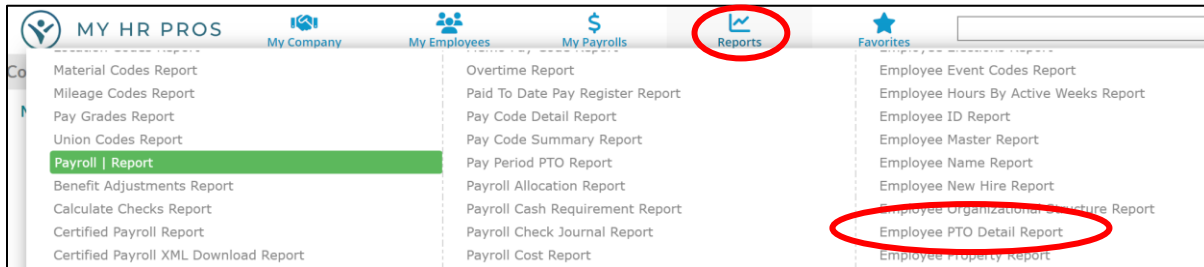




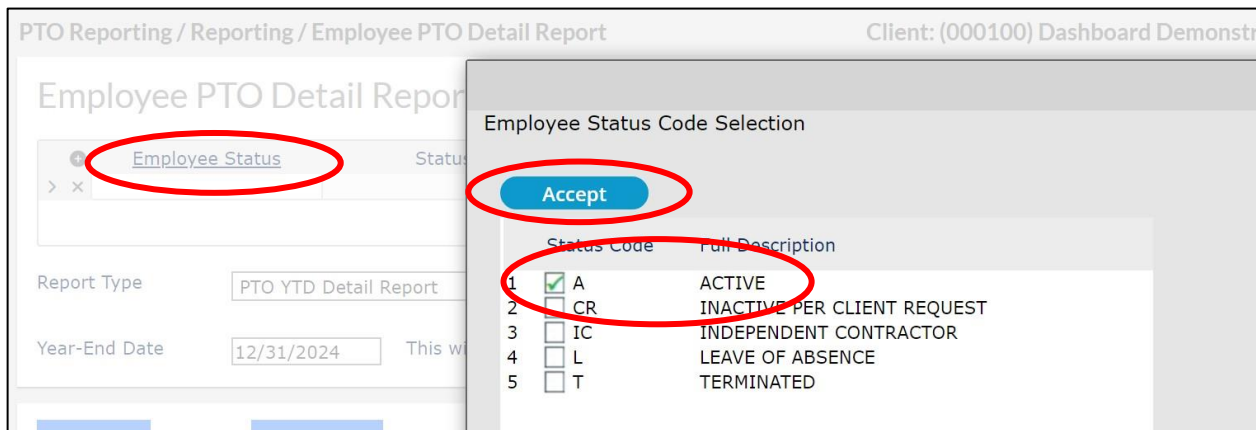
# MY HR PROS

## My HR Dashboard- Employee PTO Detail Report

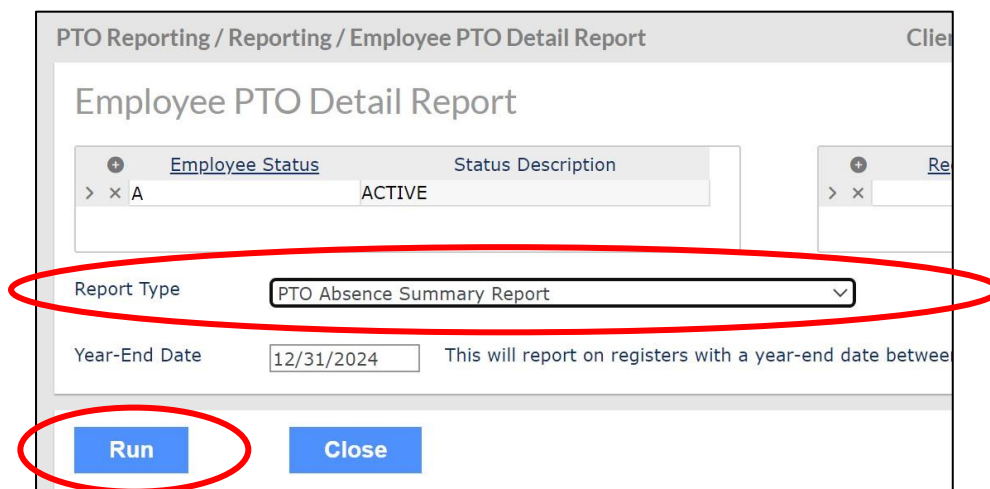
1. My HR Dashboard Admin: <https://spm.prismhr.com/spm/>
2. Login with your Username and Password.
3. Under 'Reports', scroll down to 'Employee PTO Detail Report'.



4. Select 'Employee Status', choose the correct Employee Status Code, then 'Accept.'



5. For 'Report Type', select 'PTO Absence Summary Report', then choose 'Run'.
6. The Employee PTO Detail Report will be generated.



Active Employees With Status A

Employee Name	Accrued Thru	Year End Date	Plan Description	Carryover	Accrued	Used	Available	Register Type
ANSON KIM LEAH	08/15/2021	08/15/2024	PAID TIME OFF	0.00	0.00	0.00	0.00	PTO
ANSON KIM LEAH	08/16/2021	08/15/2024	Vacation	0.00	0.00	0.00	0.00	VAC
T LIAM	12/13/2023	12/13/2024	PAID TIME OFF	0.00	0.00	0.00	0.00	PTO
T LIAM	12/14/2023	12/13/2024	Vacation	0.00	0.00	0.00	0.00	VAC
				0.00	0.00	0.00	0.00	

**Please contact My HR Pros at 479-474-7752 or email [recepionist@myhrpros.com](mailto:recepionist@myhrpros.com) if any adjustments are needed.**